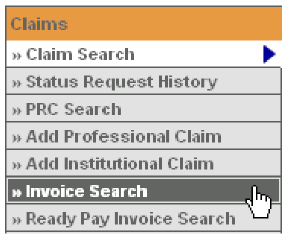
Add a New Invoice

Add a new invoice:

1. Select the **Billing** module.
2. Click **Invoice Search** from the navigation bar.



3. Click **Add Invoice**.
4. Select a contract and click **Select Contract**.
5. Enter **Billing Period** dates.
6. The **Invoice Reference Number** field is available for providers who want to enter a reference number for internal tracking purposes.
7. Click **Save New Invoice**.

Update a Category 1 Line Item

Update a Category 1 Line Item:

Depending on the program, you may or may not need to enter a Personnel Summary for Category 1 line items. From this point forward you can enter Category 1 line items as non-Category 1 line item.

Note: If you do not enter a PSR, then move to non-Category 1.

To update a Category 1 Line Item:

1. Access the **Invoice Summary** page.
2. Select **Personnel Summary** from the navigation bar.
3. Click **Add Personnel Summary**.
4. Select a Budget Number.
5. Click **Select**.

*The **Personnel Summary Add** page appears.*

6. Enter all required information.

Note: The **Employee Amount** field is a total for all wages for the employee for the billing period.

7. Click **Add Personnel Summary**.

Tips

- Invoices **must be submitted sequentially**; if there are no expenses during a billing period, provider must submit a zero balance.
- If an organization needs to submit more than one invoice a month, a *supplemental* invoice can be created.

Update a non-Category 1 Line Item

Update a non-Category 1 Line Item:

1. Repeat step 1 from above to access an invoice.
2. Click a line item link.
3. Enter an invoice amount.
4. Click **Save Changes** to update this line item.

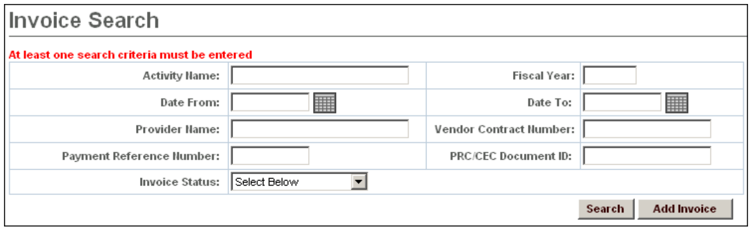
Searching for an Invoice	Searching for an Invoice (continued)

Searching for an Invoice

Searching for an invoice:

1. Select the **Billing** module and **Invoice Search** from the navigation bar.

*The **Invoice Search** page appears.*


Invoice Search

At least one search criteria must be entered

Activity Name:		Fiscal Year:	
Date From:		Date To:	
Provider Name:		Vendor Contract Number:	
Payment Reference Number:		PRC/CEC Document ID:	
Invoice Status:	Select Below		

Search | Add Invoice

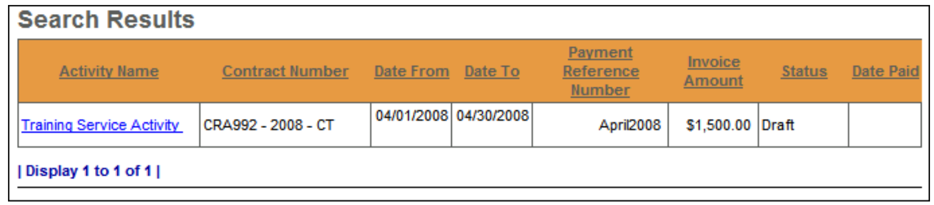
2. Enter your search criteria in one of the following fields:
   - Activity Name
   - Fiscal Year
   - Date From
   - Date To
   - Provider Name
   - Vendor Contact Number
   - Payment Reference Number
   - PRC/CEC Document ID
   - Invoice Status

Tip: Use the wildcard **%** to search for records beginning with or ending with a text string. Or use partial criteria by entering the beginning letters or text string.

Searching for an Invoice (continued)

3. Click **Search** .

The search results appear.

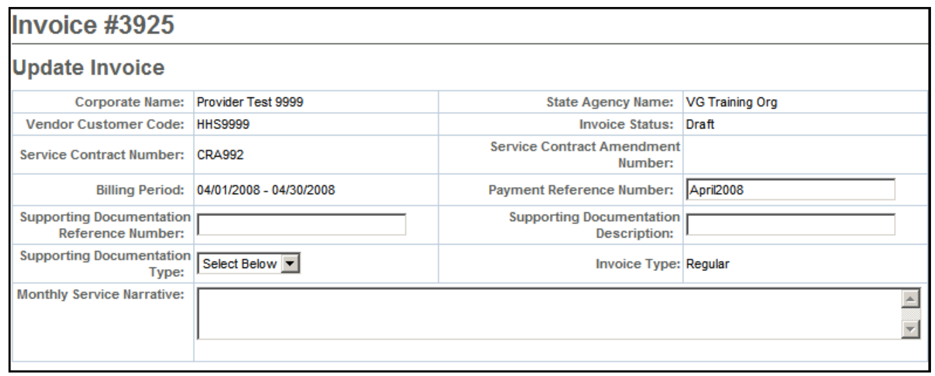

Search Results

Activity Name	Contract Number	Date From	Date To	Payment Reference Number	Invoice Amount	Status	Date Paid
Training Service Activity	CRA992 - 2008 - CT	04/01/2008	04/30/2008	April2008	$1,500.00	Draft	

| Display 1 to 1 of 1 |

4. Click an Activity Name link.

*The **Invoice Summary** page appears including information about the invoice you selected.*


Invoice #3925

Update Invoice

Corporate Name:	Provider Test 9999	State Agency Name:	VG Training Org
Vendor Customer Code:	HHS9999	Invoice Status:	Draft
Service Contract Number:	CRA992	Service Contract Amendment Number:	
Billing Period:	04/01/2008 - 04/30/2008	Payment Reference Number:	April2008
Supporting Documentation Reference Number:		Supporting Documentation Description:	
Supporting Documentation Type:	Select Below	Invoice Type:	Regular
Monthly Service Narrative:			

Saving, Releasing and Disapproving an Invoice

Save an Invoice:

If you have updated an invoice and want to save it:

1. Access the **Invoice Summary** page.
2. Click Save Invoice.

Release an invoice:

If the invoice is ready to be released:

1. Access the **Invoice Summary** page.
2. Click the **checkbox** to confirm data is complete and accurate.

   By clicking the check box you are complying with legal requirements on releasing an invoice.

3. Click Release Invoice.

Disapprove an invoice:

To change the status of an invoice with an error from **released** to **draft**:

1. Access the **Invoice Summary** page of a released invoice.
2. Click Disapprove Invoice.

Authorizing and Copying an Invoice

Authorize an invoice:

If the invoice is ready to be authorized and submitted:

1. Access the **Invoice Summary** page of a released invoice.
2. Click the **checkbox** to confirm data is complete and accurate.

   By clicking the check box you are complying with legal requirements on authorizing an invoice.

3. Click Authorize Invoice.

Copy an invoice forward:

To copy an invoice forward:

1. Access the **Invoice Summary** page of an invoice from a previous month.
2. Enter the new **Billing Period Dates** and any additional information.
3. Click Copy Invoice.

Search for Payment Request for Commodity (PRC)	View adjudication information for a paid invoice
Search for a Payment Request for Commodity (PRC) 1. Select the **Billing** module and select **Search for PRC** from the navigation bar. 2. Enter search criteria and click Search . 3. Click an Activity Name link. *The **Update PRC** page appears.*	**View adjudication information for a paid invoice** 1. Access the **Invoice Summary** page. 2. Select a line item. *The Line Item summary lists the adjudications, amounts, and status for each line item*

Virtual Gateway Customer Service 1-800-421-0938